

Monday		Tuesday		Wednesday		Thursday		Friday	
Labor Day Closed		3 9 - 10 a.m. <i>IT Job Club</i>	4	10 - 11:30 a.m. <i>Intro. to Google apps.</i>	5	10 - 11:30 a.m. <i>Creating Your LinkedIn Account</i>	6		
		9 a.m. - noon <i>Interviewing Skills</i>				2 - 4 p.m. <i>Career Search Hubs</i>			
1 - 3:30 p.m. <i>Employers of the Day</i> - First Student - Express Professionals		10 9 - 10 a.m. <i>IT Job Club</i>	11	10 - 11:30 a.m. <i>Navigating CareerOneStop</i>	12		13	14	
		10 - 11:30 a.m. <i>Northstar Computer Skills</i>							
		10 a.m. - noon <i>Women's Career Transition Group</i>							
1 - 3:30 p.m. <i>Employers of the Day</i> - Award Staffing		17 9 - 10 a.m. <i>IT Job Club</i>	18	9 - 11:30 a.m. <i>Career Exploration</i>	19	10 - 11:30 a.m. <i>Northstar Computer Skills</i>	20	21	
		10 - 11:30 a.m. <i>Intro. to Google apps.</i>		10 - 11:30 a.m. <i>Creating Your LinkedIn Account</i>		2 - 4 p.m. <i>Career Search Hubs</i>			
1 - 3:30 p.m. <i>Employers of the Day</i> - REM Ramsey		24 9 - 10 a.m. <i>IT Job Club</i>	25	9 a.m. - 12:15 p.m. <i>Creative Job Search, Part 1</i>	26	9 a.m. - 12:15 p.m. <i>Creative Job Search, Part 2</i>	27	28	
		10 - 11:30 a.m. <i>Navigating CareerOneStop</i>		9 - 11:30 a.m. <i>StrengthsFinder</i>		10 - 11:30 a.m. <i>Intro. to Google apps.</i>			
		10 a.m. - noon <i>Women's Career Transition Group</i>		10 - 11:30 a.m. <i>Improve Your Typing Skills</i>					
		1 - 3 p.m. <i>Building EQ for Job Success</i>							

Building EQ for Job Success

Tuesday, Sept. 25, 1 - 3 p.m.

There are technical skills that can get you in the door and then there are skills that KEEP you in the job. Working well with others, written/verbal communication, problem-solving, confidence, accepting feedback and creative thinking are just some of the topics that will be covered.

Registration required.

Career Exploration

Wednesday, Sept. 19, 9 - 11:30 a.m.

Undecided about your next career? Let us help you define a new path. Assessments and exercises will be used to identify interests, values and personality characteristics. Participants will use outcomes to evaluate career choices.

Registration required.

Career Search Hubs

Thursdays, Sept. 6, 20, 2 - 4 p.m.

In this activity you will work in groups, called hubs, to develop aspects of your career search in these strategic areas: career direction, networking, resumes, interviewing and targeting employers.

Registration required.

Creating Your LinkedIn Account

Thursday, Sept. 6, 10 - 11:30 a.m.

Wednesday, Sept. 19, 10 - 11:30 a.m.

LinkedIn is all about professional networking-that is, building a group of contacts to help advance your career. Learn how to create your own LinkedIn account.

Registration required.

Creative Job Search (Part 1 & Part 2)

Part 1 - Wednesday, Sept. 26, 9 a.m. - 12:15 p.m.

Part 2 - Thursday, Sept. 27, 9 a.m. - 12:15 p.m.

This workshop covers the basics of a successful job search. Topics include preparing for a job search, resume strategies, networking, practice interviews and more.

Registration required.

Improve Your Typing Skills

Wednesday, Sept. 26, 10 - 11:30 a.m.

This class will introduce you to an online program that will help you learn how to type if you're just starting out, or improve your speed and accuracy if you already have basic typing skills.

Registration required.

Interviewing Skills

Tuesday, Sept. 4, 9 a.m. - noon

Find out what to expect in a job interview. Learn about tough questions and how to get feedback on your performance. Come prepared, as if you were attending a real interview.

Registration required.

Introduction to Google Apps

Wednesday, Sept. 5, 10 - 11:30 a.m.

Tuesday, Sept. 18, 10 - 11:30 a.m.

Thursday, Sept. 27, 10 - 11:30 a.m.

You can do a lot with a Google account. In this course you will learn how to create an account and be introduced to the many features that Google offers including Google Docs, Gmail and Calendar.

Registration required.

Navigating CareerOneStop

Wednesday, Sept. 12, 10 - 11:30 a.m.

Tuesday, Sept. 25, 10 - 11:30 a.m.

CareerOneStop is the flagship career, training, and job search website for the U.S. Department of Labor. The website serves job seekers, businesses, students, and career advisors with a variety of free online tools, information and resources.

Registration required.

Northstar Computer Skills

Tuesday, Sept. 11, 10 - 11:30 a.m.

Thursday, Sept. 20, 10 - 11:30 a.m.

For new students! The Northstar Digital Literacy Project defines basic skills needed to perform tasks on computers and online. Learn how to engage in the Northstar program and how to earn digital literacy certificates.

Registration required.

StrengthsFinder

Wednesday, Sept. 26, 9 - 11:30 a.m.

In this workshop you will take the Clifton StrengthsFinder assessment to discover your top five strengths. You will learn how to identify and leverage your dominant talents into strengths for education and career planning.

Registration required.

Networking and Job Clubs

IT Job Club meets every Tuesday from 9 - 10 a.m.

Women's Career Transition Group meets on Tuesdays, Sept. 11 & 25 from 10 a.m. - noon.

Just drop by and learn!